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**ADDRAN COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
BY-LAWS
NOVEMBER 2002***

MEMBERSHIPS:

The Faculty of the AddRan College of Humanities and Social Sciences shall consist of voting and non-voting members. All members whose primary appointment is with the College shall have the privilege of the floor.

VOTING MEMBERS:

1. Full-time faculty members with a rank of instructor or higher
2. The Dean of the College
3. Full-time administrative officers with a similar faculty rank who are engaged in teaching at least one course in the College during the current academic year

NON-VOTING MEMBERS

1. All holders of emeritus appointments in the Faculty
2. Administrative officers who are not engaged in any teaching duties during the current academic year
3. All lecturers and part-time faculty

OFFICIAL LISTING OF MEMBERS

At the start of each academic year, the Dean of the College will develop a current list of the voting members and a separate list of the non-voting members of the Faculty.

COLLEGE COMMITTEES

General: The Faculty Assembly of the College, in coordination with the Dean, shall have the power to create and dissolve standing college committees as deemed necessary for the orderly conduct of college business.

All standing committees will be comprised of four faculty members, two elected by the College faculty and two appointed by the Dean. The only exception to this will be the Budget/Strategic Planning Committee which will have an elected member from each AddRan department. Membership on all standing committees will be equally divided between the Humanities and Social Sciences. Elections will be held in the spring semester each year at least fifteen working days prior to the last regular day of class; the Dean shall announce appointments within five working days after the final results of the elections are known. A regular term of membership--elected or appointed--shall be for

three years, with the term to begin on the first day of regular classes in the fall semester. Upon completion of a full term, no person shall be returned to membership on the same committee--either by election or by appointment--for at least one year. At no time shall an academic department have more than one member on the same standing committee. Department Chairs will not serve on College committees. A list of all standing college committees with membership will be distributed to the faculty within ten working days after the first day of class in the fall semester. The College has the following standing committees: Advisory, Budget/Strategic Planning, and Curriculum.

Advisory Committee. The structure and the functions of the AddRan Advisory Committee are determined by the current Handbook for Faculty and Staff.

Budget/Strategic Planning Committee. The Budget/Strategic Planning Committee will advise and assist the Dean in the formulation of long-range policies for the College as they relate to the broader mission, vision, and goals of the University. It will also advise the Dean in the determination of budgetary priorities for AddRan. Each AddRan department will elect one member to this committee.

Curriculum Committee. The Curriculum Committee will review and make recommendations for approval or disapproval of all new course and/or program proposals as well as proposed changes in existing courses and/or programs submitted by departments. This evaluation process applies to both undergraduate and graduate courses and programs.

Ad Hoc Committees. The Dean shall establish and make all appointments to ad hoc committees as the Dean deems necessary for the orderly conduct of College business. Within ten working days after the creation of such a committee, the Dean will notify the faculty of the College of its creation, membership, and charge.

RATIFICATION AND AMENDMENT PROCEDURES FOR BY-LAWS

The initial ratification of the College By-Laws requires a two-thirds majority of all faculty voting. This vote may take place at a Faculty Assembly of the College or by e-mail. If the vote is by e-mail, faculty will have five working days to vote from the date of the presentation of the by-laws.

Any amendments to the By-Laws will follow the same procedures as for initial ratification. Proposed amendments may be submitted by the Dean or by faculty members. In the event that an amendment is submitted by the faculty, the proposed amendment must be accompanied by a petition signed by at least ten faculty members. In the event that an amendment is to be considered at a Faculty Assembly of the College, notification of same along with a copy of the proposed amendment will be sent to all faculty members at least five working days prior to the meeting.

PROCEDURES FOR COLLEGE MEETINGS

There will be at least one meeting of the Faculty Assembly of the College each semester. The call for a Faculty Assembly must be made at least ten working days prior

to the date of the meeting. A meeting of the Faculty Assembly can be called at the request of the Dean or by written petition of at least ten faculty members. The Dean will preside over the Faculty Assembly. The Dean will appoint a secretary and parliamentarian. The proceedings will be covered by the latest edition of Robert's Rules of Order, and the parliamentarian shall make the final determination on matters of procedure. The secretary will distribute the minutes of the Faculty Assembly of the College within ten working days following the meeting.

An agenda for the Faculty Assembly of the College will be prepared and distributed at least two working days prior to the meeting. Agenda items may be submitted by the Dean or by any member of the faculty; in order to be placed on the agenda, items submitted by a faculty member must be accompanied by the endorsement of at least four other faculty members of the College.

The Faculty Assembly of the College cannot take action on items without the presence of a quorum. A quorum requires the presence of at least one-third of the faculty members eligible to vote in the College. All issues voted upon shall be decided by a simple majority of those present and voting, with the exception of an amendment to the by-laws as indicated elsewhere in this document. Voting is restricted to members of the College faculty as defined in the by-laws; no proxy voting will be permitted.

BUDGET ISSUES

Faculty concerns involving the budgetary process or policy will normally be submitted to the Budget/Strategic Planning Committee for action. In the event that the individual faculty member is not satisfied with the response of the Budget Committee, the faculty member may present the issue as an agenda item for the Faculty Assembly of the College through the process provided for in the by-laws.

FACULTY RESPONSIBILITIES

The rights and responsibilities of individual faculty members shall adhere to the University Statement on Academic Freedom and Faculty Responsibility (Handbook for Faculty and Staff).

The collective Faculty of AddRan College, as articulated through department units and within the college as a whole, shall have primary responsibility for:

1. Establishing and maintaining educational and instructional standards within the college, including:
 - a. Formulation and implementation of academic plans and policies
 - b. Admission of students and establishment of academic standards to be met by students
 - c. Establishment, modification, and abolition of courses of instruction
 - d. Formation, merger, and abolition of academic departments
2. Self-governance within the College

3. Election of Faculty members to advisory and decision-making bodies at the University level.

MERIT

In keeping with the goal of maintaining and establishing only undergraduate and graduate programs that are aimed toward excellence, the College of Humanities and Social Sciences shall continually seek excellence in teaching and scholarly/creative activities, as well as a serious commitment to service, student interaction, professional development, and professional ethics; the College shall reward faculty members on the basis of merit. The definition of excellence and an understanding of merit must arise primarily from college and departmental documents referring to these subjects and from the faculty in continual discussion with the Dean and scholars of acknowledged competence outside the University.

STRUCTURE AND PROCEDURE OF UNITS

Each basic academic department or unit within the college shall have standing policies and procedures under which it operates. Such policies and procedures shall be approved by unit faculty and shall have as their objective the achievement of excellence, equity, and the free exchange of views within the decision-making process.

The provisions of these policies and procedures shall in no way conflict with or supersede the procedures of the University, as published in the Faculty and Staff Handbook or in the Policy and Procedures Manual.

Copies of these procedures should be made available to individual faculty members.

THE DEAN

1. Description and Responsibilities

The Dean of Add Ran College is the chief administrative officer of the College and shall be responsible for the orderly and efficient academic operation of the College. The Dean shares responsibility for the definition and attainment of College goals consistent with the mission of the University, for administrative action, and for operating the communication system that links the academic components of the College. Among the many duties are the recommendation of faculty appointments, promotion, and tenure, preparation of proposed budgets, supervision of curricula, use of facilities, student degree plans, and approval of staff travel. The Dean represents the College to its various publics. As chief administrative officer of the College, the Dean has a special obligation to innovate and initiate.

The Dean shall be responsible for communications to the faculty on matters affecting the College as a unit of the University and for carrying out policies adopted by the faculty

within its policy responsibility. The Dean shall recommend to the faculty procedures for implementing policies and present proposed policies to the faculty for its consideration. The Dean shall receive and transmit expressions of faculty concern on policies or actions not directly within the area of faculty responsibility.

2. Term of Office

The term of office of the Dean is indefinite.

3. Review

The Dean will be reviewed in accordance with the provisions of the By-Laws relating to "Evaluation of Administrative Roles."

4. Petition for Vote of No Confidence

The Faculty can request the chief academic officer of the University to conduct a vote of no confidence in the Dean. The procedures for such a request can be initiated by a written petition of one-third of the eligible voting members of the Faculty to the chief academic officer of the University. Upon receipt of the petition, the chief academic officer of the University shall call a special meeting of the Faculty to discuss the petition. Subsequently, a formal vote of no confidence must be endorsed in a mail ballot by a two-thirds majority of the eligible voting members of the Faculty and shall contain a statement of reasons. If the chief academic officer denies the request, he/she is invited to explain the reasons at a faculty meeting.

EVALUATION OF ADMINISTRATIVE ROLES

A. DEAN OF THE COLLEGE

Every three years in March AddRan College will conduct a review of its Dean for the previous three calendar years. All voting members of the college will participate in the annual review questionnaire. The goal of the evaluation will be one of communication. It will allow faculty to communicate their perceptions of the Dean's performance to the Provost of the University. It will also provide information the Dean may use to improve his/her performance.

The evaluation will be administered by the College Advisory Committee and shall be conducted by anonymous questionnaire. The questionnaire will be compiled with the input of all voting members of the College. The unedited results of the questionnaire, including narrative comments, shall be compiled and presented to the voting members in a meeting from which the Dean is absent. A written report summarizing the evaluation and comments of the voting members--as well as the unedited results, including narrative comments--will be forwarded by the Chair of the Advisory Committee to the Dean and the Provost.

B. DEPARTMENT CHAIRS

Annual evaluation of Chairs by all full-time faculty in the given department shall be conducted each March for the previous calendar year. Evaluation shall be conducted by anonymous questionnaire. The numerically scored items will be tabulated and averages will be included in the final evaluation. The questionnaire shall reflect the input of all full-time faculty, including the Chair, and any outside input deemed acceptable by the department. The un-edited results of the questionnaire, including narrative comments, shall be compiled and presented to the full-time faculty of the department. Previous evaluations, held by the Advisory Committee Chair, may be used to determine trends, including areas of strengths and weaknesses. A final report will be prepared based on the input of all full-time faculty and on the evaluation conducted. The final report and the unedited results of the questionnaire including narrative comments will be forwarded to the Chair and the Dean.

FACULTY HIRING

The administrative procedures for hiring new faculty are enunciated in the Handbook for Faculty and Staff. All candidates should be evaluated on the basis of their potential in each of the areas of faculty evaluation described in the departmental and college tenure and promotion documents.

The Dean shall have the right to override departmental decisions to hire. The Dean shall not have the right to override departmental decisions not to hire. That is, the Dean may not appoint a candidate who has been formally rejected by a department.

The Dean shall have the responsibility to inform all new hires of the expectations placed upon them by the college. The Chair of the department shall have the responsibility for informing all new hires of expectations placed on them by the department.

PROMOTION AND TENURE

The university guidelines for granting promotion and tenure are included in the Handbook for Faculty and Staff. Promotion and tenure decisions will also be guided by current department and college tenure/promotion documents.

Beyond the guidelines and administrative procedures it should be the policy of all those in the college involved in promotion and tenure decisions to bear in mind the career-altering consequences of their actions for both the candidates and for future faculty and students. Decisions about these matters are among the most important that faculty and administrators are called up on to make and thus must be made only after the most careful deliberation.

THE ROLE OF THE CHAIR

The primary duty of a departmental Chair is to facilitate the achievement of the department's mission and goals. This duty involves professional contact with the Dean, the faculty and staff, and the students.

A Chair's responsibilities to the Dean consist mainly in being honest, thorough, and punctual in response to the Dean's requests for information and evaluations. Further, a Chair will be expected to pass information between the Dean and the department faculty in an accurate and timely fashion.

A Chair has the responsibility to represent fairly and effectively the interests and concerns of faculty members to the Dean. The particular aspects and contexts of this responsibility are spelled out in various sections of the Handbook for Faculty and Staff. The sections on faculty hiring, promotion and tenure each contain procedural instructions for Chairs. The Chair has the responsibility for informing all new personnel of the departmental criteria for promotion/tenure/merit raises.

Beyond the responsibilities already mentioned, a Chair has the professional responsibility to monitor, advise and encourage faculty activity and development, especially for the untenured department members. Chairs must be diligent in the regular maintenance and review of departmental files on tenure track faculty. Of particular importance in this regard are the Chair's annual "review of progress" letters to those seeking to obtain tenure. These letters should contain frank and unequivocal appraisals of the candidate's progress in the several areas of evaluation noted in the departmental and college documents on promotion and tenure. The letters should also contain explicit suggestions for improvement in all areas in which the candidate is judged deficient. Finally, the letters should contain a reminder that the recipient has the right to submit a response. Such responses will be placed in the candidate's file and attached to the Chair's letter in all subsequent contexts of review.

A Chair has the further responsibility of allocating departmental duties and resources in the fairest possible way. Departmental raise allotments and travel funds should be distributed in an open context of discussion with the faculty.

A Chair's responsibilities will also include the fair and productive arbitration of disputes between faculty members. The goal in such arbitrations is a settlement at the department level which is agreeable to all involved. The Dean should only become involved after all avenues leading to that goal have been explored thoroughly.

A Chair's responsibilities to students include most importantly the continuing effort to ensure high departmental standards in teaching and curriculum design. Students have a right to expect a Chair to act in ways that make their degrees as valuable as possible. This entails the Chair's efforts to ensure that all courses are well taught, offered at timely intervals, and reflective of contemporary scholarship in the subject matter.

In addition, various sorts of disagreements between students and faculty must be adjudicated by a Chair. The Chair is required to impartially evaluate the evidence and make decisions that are informed by the knowledge that neither faculty nor students, as groups, are always right, and that the best interests of the students constitute a goal shared by everyone in the institution.

A Chair also has a responsibility to see that department majors and minors are well advised and kept aware of decisions and developments that may come to affect their welfare either before or after their graduation.

It should be noted that being Chair of a department is a time consuming and often stressful form of service performed by faculty members for only nominal compensation. The value of this form of service will be recognized by the college in various ways as might be available.

***APPROVED BY THE FACULTY OF THE COLLEGE, 21 NOVEMBER
2002**